

Road Upgrade Policy FAQs

1. What is BST?

Bituminous Surface Treatment (BST), also known as tar and chip, is a type of pavement surface in which highly emulsified asphalt is evenly applied on a road surface followed by an even layer of angular stones that are rolled in place.

2. How can I know if there will be base or drainage work required for my proposed upgrade?

You will not know if there needs to be base or drainage work to be done on the road, nor if there are any utility relocation/replacement or land purchasing required. These aspects of the project can only be ascertained fully after conducting field investigations and producing a detailed project design.

3. When will the project be implemented?

A successful proposal will be implemented in the construction season following Council's passing the local improvement by-law, unless otherwise determined by IES administration.

A typical timeline associated with this process is depicted below.

- Nov - Dec: Petition Submission & Evaluation
- Jan: Notice Of Intention
- Feb: Local Improvement By-Law
- Mar: Geotechnical Evaluation And Detailed Design
- May: Tendering Process
- June - Aug: Project Implementation
- Sept - Oct: Property Assessment
- Nov: Special Charge By-Law
- Jan: Owners Pay Special Charge(S)

4. Is there a legal basis to this policy?

Yes. This policy follows Ontario Regulation 586/06 of the Ontario *Municipal Act, 2001*: Local Improvement Charges – Priority Lien Status.

5. Can I petition to upgrade my tar and chip road to asphalt?

Yes. This policy applies to road upgrades and improvements from either a gravel road or a BST road.

6. Does the Municipality review every upgrade petition it receives?

No. The Municipality will assess all submitted petitions for sufficiency conditions. Only sufficient petitions will be reviewed by Infrastructure and Engineering Services to produce a cost estimate.

7. Who is responsible for filling a local improvement petition?

Owners are responsible for downloading, completing, and submitting the local improvement petition. Owners may wish to appoint a lead applicant who will manage signature collection and submission and act as a point of contact with the Municipality.

8. I live on a private road, can I petition the Municipality for the road upgrade?

No. Private roads, including road maintenance, are the responsibility of the owner.

9. Do I have to identify what type of upgrade I want?

Yes. It is important to identify the level of upgrade and improvement in order for the Municipality to estimate the project cost as accurately as possible.

10. Does the Municipality contribute to the cost of a local improvement road upgrade at all?

Yes. The Municipality is responsible for the cost of maintaining the upgraded or improved road over its lifespan. All costs associated with the initial upgrade or improvement are the responsibility of the owners of the properties abutting the road.

11. Can I object to implementing a road upgrade as a local improvement?

Yes. Before going to Council to pass a local improvement by-law, IES will send notices to owners indicating its intention to undertake the proposed project as a local improvement (Notice of Intention). Owners can submit a petition against undertaking a road upgrade or improvement within 30 days of the notification date. If this petition is deemed sufficient, it will cancel the project.

12. How is the upgrade cost distributed among owners?

The project cost is raised by assessing each benefitting lot and imposing a special charge accordingly. The lots are assessed based on meter frontage and degree of benefit.

13. If I did not sign the petition, do I still have to pay for the upgrade if it was implemented?

Yes. Once a local improvement project is implemented, all benefitting lots within the project scope, including those abutting the road, will be assessed.

14. What is a special charge?

A special charge is the fee imposed under the *Municipal Act, 2001* and in accordance with O. Reg. 586/06 in respect to the cost of a local improvement project. In case of road upgrades or improvements as local improvements, a special charge is the share of the project cost levied by a property owner.

15. What are my financing options?

You will pay your special charge(s) as part of your property tax. You may choose to pay the entire lump sum or finance the amount over a specified repayment period. Currently, the financing options are as specified in a report to Council dated November 30, 2017 and titled "Amendment of By-Law 266-2000 – Uniform Local Improvement Charges for All Works Constructed under the Local Improvement Act".

16. I sold my property; do I continue paying my special charge?

No. The special charge is a lien on a property not its owner. Therefore, when you sell your property, the new owners is responsible for paying the remainder of a special charge.

17. I own a vacant lot and I will not be using the upgraded road; do I still have to pay for the road upgrade?

Yes. All abutting properties within the project scope will be assessed based on meter of frontage and degree of benefit of the road upgrade. The vacancy/occupancy of a lot will be considered when assessing a property.